

Evaluation of Position Description

Labor Category/FLSA: Nonexempt

 Current Position Description
 X **Proposed Position Description**

Date Prepared: 06/24/03

Approving Official: Name: Sheryl A. Wheeler

Signature: 

Title: HR Specialist

Position Title/Series/Grade: Maintenance Worker, WG-4749-06

ORGANIZATION: Division of Property Management

This position has been reviewed using the following Federal Wage System, Job Grading Standards: Maintenance Mechanic Series, WG-4749, 5/74; Motor Vehicle Operator Series, WG-5703, 4/91; Fork Lift Operator Series, WG-5704, 11/68; Tractor Operator Series, WG-5705, 1/92; Trades Helper Jobs, 11/68

TITLE AND SERIES DETERMINATION : This position is established to perform general maintenance and upkeep work at the DHHS, NIH. Based on this requirement, the Maintenance Mechanic standard was used. This standard is used to grade non-supervisory work involved in the maintenance repair of grounds, exterior structures, buildings, and related fixtures and utilities, requiring the use of a variety of trade practices associated with occupations such as carpentry, masonry, plumbing, electrical ..." meets the specific needs of this position. Based on this standard it shows that when there are more than one occupation being performed at the same grade level, then the 4749 series and title are to be used, however, if one of the occupations is graded higher than the other occupations then the higher graded occupation would determine the title and series of the position. Based on this review, the title and series, Maintenance Worker, WG-4749 is the appropriate title and series for this position.

GRADE DETERMINATION: The duties of this assignment are developmental using a variety of trades in a manner typical of the WG-4749 Series. Overall grade for this position is, therefore, determined by reference to the WG-4749, Maintenance Mechanic Series Standard, and to the various other occupational series. All duties described are determined to be at the WG-6 level.

CONCLUSION: Work depicted in the duties are properly considered in accordance with the WG-4749, Maintenance Mechanic series. Duties are described at the WG-6, none being above WG-6. In accordance with the classification practices and titling prescribed in the WG-4749 Series standard. The proper classification for subject job is therefore determined to be Maintenance Worker, WG-4749-06.

Installation: National Institutes of Health, Bethesda, MD

Title: MAINTENANCE WORKER

Occ Series: 4749

Pay Plan: WG

Grade: 06

Introduction: The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the Department of Health and Human Services (DHHS), National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

This position is organizationally located within the DPM in one or more of the subordinate organizational components responsible for the provision of operations and maintenance of NIH facilities. The position is multi-disciplinary and requires the incumbent to be multi-skilled and flexible in the types and complexity of work performed. The position requires that the incumbent be able to work independently and take the initiative to complete the work assigned with a minimum of direct supervision regardless of the nature of the work thus requiring that specific trade skills be shared between staff members.

Duties:

MAJOR DUTIES

Responds to service calls requiring, servicing, and repairing buildings and related fixtures and performs inspections on both routine and emergency type basis requiring the use of trade practices associated with occupations in the mechanical, electrical, carpentry, pipefitting, plumbing, and associated trades. Operates a motor vehicle with gross vehicle weight of up to 10,000 pounds to transport tools, materials, equipment and self to work site. Appropriate state CDL may be required.

Work predominantly consist of assisting intermediate and journeyman workers in one or more of the skilled trade occupations such as carpentry, masonry, cement finishing,

electrical, mechanical, painting, plumbing, or other related facilities maintenance on a continuing basis. Work performed is generally the common and most typical tasks of the trade performed under the guidance and instruction of the higher graded trades person.

1. As a Maintenance Worker, performs a variety of tasks common and typical to the various trades which are basic and routine to the occupation, working with and under the instruction of the journeyman trades person, maintenance supervisor or others as assigned. The less complicated or routine work of a maintenance and repair nature performed in this helper capacity is relative to facilities such as roads, labs, office areas, garages, mechanical equipment, and similar items in NIH facilities. Work involves carrying tools, equipment and other materials to the work site; making preparation for work to be done, whether in the shop or garage areas or in the field; providing assistance in the holding, rearranging, moving or otherwise positioning equipment for ease of access; preparing sites or areas for equipment installation; and, performing the simpler operations of the trade. Accomplishes necessary job completion, cleanup, storage of tools and materials, loading of equipment into vehicles, etc. incident to the performance of these duties, drives light vehicles such as sedans and pickup trucks for the purpose of obtaining tools and materials, moving equipment, or for similar related purposes.

2. On occasion, performs more difficult work common to one or more of the occupations normally assisted under the close supervision of journeyman trades skill coworker.

3. On an irregular basis, operates a farm-type, rubber-tired tractor with various attachments for mowing, digging, grading, and other similar purposes.

Performs other duties as assigned.

SKILLS AND KNOWLEDGE

1. Ability to carry out assigned work in accordance with instructions and specifications in assisting journeyman workers.
2. General knowledge of the specified types of work involved with the various occupational trades persons assisted.
3. Ability to use and maintain the basic tools and equipment pertinent to the various occupations.
4. Knowledge of the basic materials utilized in the performance of the various repair and maintenance activities in conjunction with the journeyman trades persons.

Responsibility:

Receives assignments from supervisor, work leader or journeyman mechanics orally or in the form of written or electronic service orders. Generally receives radio dispatched trouble calls while on call and makes emergency repairs.

Incumbent is responsible for the safe operation of the vehicle following all safety rules, regulations, and traffic signs. Assures that cargo is arranged properly for best support. Incumbent's ability is regularly observed and evaluated, and trip tickets are checked for Compliance with regulations and completeness.

Physical Effort:

Work requires walking, standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Frequently lifts and carries parts and equipment weighing up to 40 pounds; occasionally handles items weighing up to 100 pounds.

Working Conditions:

Position may be subject to shift or irregular work hours.

Works inside and outside, exposed to dirt, sewage, dust, grease, fumes, and refrigerant gases. Is subject to injury from use of hand and power tools, and to burns, cuts, bruises, and electrical shock. May be required to wear and/or use protective clothing and equipment in accordance with established health and safety regulations and SOP s.

Works outside and is occasionally exposed to bad weather while loading and unloading vehicle. Is subject to cuts, bruises, and broken bones as a result of accidents while driving or when loading and unloading vehicles. Is exposed to the possibility of serious accidents while driving in all types of traffic and weather.

NOTE: Employees are required to observe established safe working procedures. Appropriate protective clothing and/or equipment are provided to minimize or eliminate hazardous conditions, and its use is mandatory.